

RAMSEY PUBLIC SCHOOLS
266 East Main Street
Ramsey, NJ 07446
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ARCHIVE APPLICATION REQUEST

Please follow these instructions to apply for fingerprinting and criminal review processing as prescribed by the State Department of Education. *YOU WILL NEED A COMPUTER & PRINTER FOR THIS PROCESS*

Log on to www.nj.gov/education/educators/crimhist/

1. Click on “**File Authorization and Make Electronic Payment for Criminal History Record Check.**”
2. Select Option # 2: “**Archive Application Request (Applicants previously fingerprinted for the Department of Education and Approved Subsequent to February 2003).**”
3. Enter your Social Security Number.
4. Click on Continue.
5. This screen displays four (4) options as to the job position(s) and employer. You will need to select either option # 1 or option # 2 .
Option # 1 -- All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
Option # 2 -- All School Bus Drivers and Bus Aides for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors
6. Complete the requested applicant information.
***Input:** County Code is Bergen (03)
District is Ramsey (4310)
(Your PCN # can be found on your fingerprint receipt)
7. Proceed to the Legal Certification.
8. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification (AA&C) by checking the box.
9. You will be required to pay a fee for the Archive Application Request. This includes an Administrative fee to the Department of Education plus a Convenience fee for processing credit card information . (Methods of payment are Visa, MasterCard, American Express or Discover credit cards.)
10. You **MUST** click the “**Make Payment**” button only **one time** to complete the transaction.
11. After completing the transaction, you will Print 2 copies (Keep 1 copy for your files, Bring 1 copy to the Board office when returning your paperwork.)

Please return to the board office:

- The fingerprint receipt with the PCN#.
- A copy of the New Administration Fee Payment Request confirmation page.